

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

FINGERPRINT TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled clerical work in the classification, search and comparison of fingerprints using the Automated Fingerprint Identification System (AFIS); maintain general, major case and palm print fingerprint files; and enter, retrieve and maintain data in the AFIS fingerprint file.

Supervision Received and Exercised:

Receives general supervision from the Identification Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Classify, search and compare ten-print and latent fingerprints using the AFIS database; maintain electronic and manual general, major case and palm print fingerprint files.
- Enter ten-prints and demographics into the AFIS system; search and compare prints to establish identity of individuals who may have given false information, add FBI Rap sheet information into computer system.
- Conduct AFIS entries and searches on ten-prints; review and respond to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.
- Review AFIS ten-print entries for accuracy and completeness; take fingerprint impressions; assist in preparation of photo line-ups as needed.
- Testify in court as an expert witness regarding fingerprint identification and classification; instruct others in a classroom setting regarding fingerprint classification filing and AFIS operations.

Effective August 1996

Revised November 2001 (range adj due to market)

Revised January 2002 (supervision received/exercised)

CITY OF TEMPE
Fingerprint Technician (continued)

- Perform file purges as directed by court orders and established retention schedules.
- Retrieve, store and maintain logs for film received from Police personnel.
- May assist in the retrieval and processing of items of evidence under the direction of an Identification Technician.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in fingerprint identification, classification and comparison using the Automated Fingerprint Identification System.

Training:

Equivalent to completion of the twelfth grade supplemented by formalized training in fingerprint classification. Graduation from the FBI Fingerprint Identification School is highly desirable.

Licenses/Certifications:

Possession of, or ability to obtain within six months from date of hire, an Arizona AFIS Terminal Operator Certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 1505

Salary Range: 17

Compensation Plan: P40 / Regular

FLSA: Non-Exempt